

PHILIP MORRIS USA

INTER-OFFICE CORRESPONDENCE

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TO: *Ted Lattanzio
FROM: *Mary Pottorff
SUBJECT: *Activities 28 January - 3 February 1994

DATE: *3 February 1994

- Meeting with Gray, Barbara and Katrina re background on HBI, airports, casinos and general IAQ information for their Accommodation program initiatives.
- Meeting with Gray and Cappie re people for video, casinos and discussion of how to get airport ventilation into trade press.
- Meeting with Gray and Matt re BRE report on building regulations re energy costs and ventilation. Tried to identify possible groups who would be opposed to the regulation. Gray to check with some UK contacts. Brief discussion of standards following on work Gray did some time ago.
- Queries from GF re smoking policy. Sent copies.
- Provided Matt some general background on international standards bodies, possible allies, and the need for research to support our position -- the what, who and how so to speak.
- Met with Matt and Mayada re her note on ISO TC 205 participants. We will identify local similarities and differences between ASHRAE 62-89 and an individual country's applicable standard; who might be appropriate to participate on the committee here from the international sphere; and who might be better on national committee which will review and vote on what is proposed from the US.
- Provided Wendy Burrell background information on European PR agency.
- Asked N. Balter, L. Holcomb for papers (people) on Total Indoor Environment and the benefits of a building systems approach for Leo and Pat. Also discussed gaps in science for our meeting on 10 & 11.
- Continued proofing and processing workplace package and material for IHA pilot.
- At Jan's request, got update material on restaurants in CA from Cappie and sent to Australia for their briefings next week. Videos copied in London and sent as well.
- Reviewed with Cappie script for IHA mgt video.
- Discussed Georgetown with Phil - funding, changes and other possible uses.
- Discussed possible program for Sterlings with Clare, Richard and George.
- Review HBI's PM database which was sent to Clare for OSHA consideration.

cc: WRA
S. Parrish

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